

# RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100170006-9

SCHEDULE NO.

14.05-73

CONCURRENCE

OFFICE, DIVISION, BRANCH

DDM&S, Support Services Staff, Support Directorate Records Branch

Chief SDRB

6/15/73

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

DDM&S Senior Records Officers Reference File.

4.0

This file consists of correspondence, memoranda, reports and forms pertaining to the DDM&S records program. This file includes reference material on forms including requests for new or revised, the Records Management Board, the records program including copies of the records control schedules, retention plans, records retirement request, reports, both statistical and narrative, word processing and the vital records deposit schedules. These records in the most part are duplicated in the Records Administration Branch or the Agency Records Center.

Temporary. Screen at least annually and destroy those items no longer needed for reference purposes.

APP

Records Administration Branch

Date

6/15/73

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100170006-9